



**Vacancy Announcement  
U.S. Embassy  
Algiers, Algeria**

Vacancy Announcement (VA)  
# 29-2015

**OPEN TO:** All Interested Candidates  
**POSITION:** Consular Clerk FSN-6\*; FP-08\*\* (Please refer to the position title or VA number in your application to be considered)  
**OPENING DATE:** September 02, 2015  
**CLOSING DATE:** September 16, 2015  
**WORK HOURS:** Full-time; 40 hours/week  
**COMPENSATION:** DZD 1,371,684 \* (Grade 6)

**ALL APPLICATIONS MUST BE SUBMITTED IN ENGLISH**

\*This represents the total annual compensation including salary, bonus and benefits.

\*\*Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

NOTE: NON-ALGERIAN RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Algeria is seeking an individual for the position of Consular Clerk in the Consular Section.

**BASIC FUNCTION OF POSITION**

Incumbent serves as a clerk in the Consular Section providing a broad range of administrative services, with a focus on Immigrant Visas and American Citizens Services. Uses strong communication and customer service skills to respond to inquiries and provide clear oral and written guidance. Uses strong organizational skills and attention to detail to track a high volume of cases.

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

**QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Required Education:** Completion of secondary school is required (Baccalaureate).
- 2. Prior work experience:** Two years of office work is required.
- 3. Language Proficiency:** Level three English, level four French and Arabic are required.

**4. Job Knowledge:** Employee must become familiar with consular laws and regulations and must have a solid understanding of the U.S. Government and the Mission.

**5. Other Skills and abilities:** Strong oral communication and writing skills are required, as well as the ability to work with computer applications. Must be able to work with tight deadlines and effectively plan work activities. Customer service and organizational skills are paramount.

#### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Current employees serving a probationary period (6 months or 1 year) are NOT eligible to apply.
3. Eligible Family Members that currently hold a Family Member Appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.
4. Security and Medical checks will be required. Additional information will be provided at the time of hire.

#### **SELECTION PROCESS**

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

#### **TO APPLY**

*Interested candidates for this position must submit the following for consideration of the application:*

1. Universal Application for Employment (UAE) as a Locally Employed Staff of Family Member (DS-174); **or**
2. A current resume or a curriculum vita that provides the same information found on the UAE DS-174.
3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with the application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

**THE DOCUMENTS REQUESTED ABOVE MUST BE SUBMITTED OR THE APPLICATION WILL NOT BE CONSIDERED.**

**CLOSING DATE FOR THIS POSITION: 09/16/15**

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

**Point Of Contact:**

Submit Application to: **Human Resources Office**

Attention: Consular Clerk, Vacancy Announcement # 29-2015

Point of Contact: Human Resources Office

Fax to: 0770 082 288

Post to: BP 408 16000 Alger Gare

E-mail to: **usembassyalgiers\_app@state.gov**